

**Vermont Developmental Disabilities Council**  
**Draft Executive Committee Meeting Minutes ~ August 02, 2021**  
**On-line meeting with Zoom**

<b>Present:</b>	Mike Gruteke, Steve Kieselstein, Courtney Quinlan.
<b>Absent:</b>	Julie Arel, , Jesse Suter, Crista Yagjian, Kaiya Andrews.
<b>VTDDC Staff:</b>	Kirsten Murphy.

## **1. Welcome and Adopt Minutes:**

The meeting began at 10:05 am. Courtney shared the agenda and Courtney led the meeting. Kirsten noted that a quorum was present.

**Motion:** Steve made the motion to pass the meeting minutes from the September 13, 2021. Mike seconded. There was no discussion.

**Motion passed.**

## **2. Executive Director's Report:**

- Kirsten shared a document that provides a high-level overview of progress toward each of the Five-Year State Plan Objectives during Year 1. She created this tool so that all Council members could have a better idea of how the Council is meeting the goals and objective that they set. She explained that this is a “working document” that can be changed as new activities are added to the Council’s Work Plan.

The group discussed the document. There was agreement that it should be made available to all Council members at Quarterly Meetings. It was suggested that Kirsten put a plain language summary on the first page, focusing on any changes in progress since the last quarterly report. There also needs to be a “key” on the first page explaining what the reader should look for (more squares colored blue). Kirsten will make these changes and begin sharing the document with the December 2 meeting.

- Kirsten updated the group about the Confident Care for Kids vaccination project. The first provider training was held last week. This project is funded by a \$26,650 distribution from the Centers for Disease Control. The project targets pediatric and family medicine practices that have signed up to distribute the Covid-19 vaccination to children ages 5-11. Kirsten reported the project is highly

professional and organizers hope to make it a national model for vaccinating children with developmental disabilities, anxiety, and/or sensory sensitivities.

### **3. Chair's Report:**

- Executive Director's Goals – Every year, the Executive Committee gives the Executive Director 2-4 goals that will be part of her annual evaluation. The Executive Committee should periodically check on progress toward these goals so that there are no “surprises,” at the time of the evaluation.
  - Goal 1: **Accomplished**. As Kirsten shared earlier, she has prepared a easy-to-read document summarizing progress toward each objective.
  - Goal 2: **In Process**. “Create and implement a leadership training for members, specifically geared to encourage lead committee roles.” Kirsten is prepared to give this training; she needs to have it placed on an agenda, either in December or March. The group agreed to hold the training at the December Quarterly meeting.
  - Goal 3: **In Process**. “Contact 2 social justice orgs and ask them to share information about their work with the Council.” Kirsten reported that one of the Council's LEND Interns, Jorge Rios is going to connect the Council with Migrant Justice. The Council already has an established relationship with the Workers' Center.
- Courtney asked to postpone the Executive Session until a meeting where more Executive Committee members are present.

### **4. Agenda for December 2 Quarterly Meeting:**

- The group discussed the value of having someone from outside of Vermont provide an inspirational presentation about systems change taking place in another part of the country. Kirsten will work on this for the March meeting.
- The group decided to invite Wendy Trafton from the Agency of Human Services, Central Office. Ms. Trafton is collecting public comment regarding the approximately \$162 million in one-time funding for Home and Community Based Services (HCBS) through the American Rescue Plan Act.
- The December 2 Quarterly meeting will be held virtually due to the continuing pandemic.

- The December 2 agenda will include:
  - Leadership Training.
  - Visit by Wendy Trafton, AHS; members to provide input RE: Enhancement funds for Home- and Community-Based Services.
  - Information about the upcoming election of the Chair and Vice Chair. Discussion of roles and responsibilities of the Chair/Vice Chair.
  - A fun art project.
  - Report by the Program Committee – awarding grants.
  - Report by the Policy Committee – adopting the 2022 Legislative Agenda.

## **5. Adjourn:**

The meeting adjourned at 11:10 am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kirsten Murphy", with a stylized, flowing script.

Kirsten Murphy, Executive Director